

**WASHINGTON STATE DEPARTMENT OF HEALTH  
BOARD OF PHYSICAL THERAPY  
PUBLIC MEETING MINUTES/RULES HEARING**

Tuesday, April 22, 2008

9:00 a.m.

Hawthorn Suites

6329 South 212<sup>th</sup> Street, Kent, WA 98032

On April 22, 2008, the Board of Physical Therapy met at The Hawthorn Suites 6329 South 212<sup>th</sup> Street, Kent, WA 98032 In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

**MEMBERS PRESENT**

CHARLES MARTIN, PT, CHAIR  
PAULA MAYS, PT, VICE CHAIR  
MARSHA MELNICK, PT  
BRETT WINDSOR, PT  
SU SAWYER, PUBLIC MEMBER

**STAFF PRESENT**

KRIS WAIDELY, PROGRAM MANAGER  
JENNIFER SOMMER, PROGRAM SUPPORT  
MIKE BROWN, STAFF ATTORNEY  
TAYLOR STAIR, DISCIPLINARY MANAGER  
OSCAR CHAVES, AAG

**GUESTS PRESENT**

PATRICIA R. MUCHMORE  
MELISSA JOHNSON

**OPEN SESSION**

**1. CALL TO ORDER**

- 1.1 Approval of Agenda – The agenda was approved with the change of moving executive session.
- 1.2 Approval of Meeting Minutes from January 15, 2008 – Approved with the change to Item 3 Continuing Competency.
- 1.3 Approval of Disciplinary Meeting Minutes from January 15, 2008 – Approved as presented.

2. **2008 MEETING DATES** – The board reviewed the remaining 2008 meeting dates. The revised dates are:  
June 17, 2008                      Yakima  
August 19, 2007                      Spokane  
November 18, 2008                      Tumwater
3. **FEDERATION OF STATE BOARDS OF PHYSICAL THERAPY (FSBPT) ANNUAL MEETING AND DELEGATE ASSEMBLY** – The board identified Chuck Martin as a delegate and Su Sawyer as an alternate to attend the FSBPT 2008 Annual Meeting and Delegate Assembly. The meeting is in Minneapolis, Minnesota, September 11-15, 2008.
4. **RULES HEARING – 9:30 a.m.**  
A Rules Hearing was held and testimony was taken on amending chapter 246-915 WAC. This involves the licensing and supervision of physical therapist assistants.
5. **HB 1103 IMPLEMENTATION** – The board selected Brett Windsor as the representative for the workgroup crafting the new disciplinary sanctions schedule. He will report to the board at the next meeting on the progress of the project.
6. **EXECUTIVE SESSION** - The term “executive session” is commonly understood to mean that part of a regular or special meeting of the governing body that is closed to the public. A governing body may hold an executive session only for specified purposes, which are identified in RCW 42.30.220(1)(a)-(k), and only during a regular or special meeting. The board met in Executive Session to discuss potential litigation regarding ADA accommodations.
7. **SPECIAL ACCOMMODATIONS** – Oscar Chaves, AAG, provided sample policies from other state boards. He also discussed the policy provided by the Federation of State Board of Physical Therapy (FSBPT). The board requested time to review all the documents and they will discuss at the next meeting.
8. **FORM DEVELOPMENT** – The board reviewed and finalized the proposed form that physical therapist assistant applicants must complete to apply for a license without an examination.
9. **OPERATING AGREEMENT** – The board reviewed and discussed the operating agreement between the Secretary of the Department of Health and boards and commissions. There were concerns over page two, section three, item two and page five, item 7. The board requested the concerns over those items be shared with Joy King, Executive Director.

10. **PUBLIC DISCLOSURE** – The board reviewed Procedure 421 Lists & Labels. The board moved and approved the delegation of the public disclosure requests to Kris Waidely, Program Manager to either approve or deny using Procedure 421. The board also delegated Su Sawyer as Ms. Waidely's contact should she need assistance approving or denying public disclosure requests.
11. **FOREIGN CREDENTIALING COMMISSION ON PHYSICAL THERAPY (FCCPT) COURSEWORK EVALUATION TOOL** – The board reviewed and discussed the changes made to the FCCPT Coursework Evaluation Tool and decided to keep Washington State standards as currently established.
12. **CORRESPONDENCE** – The board reviewed, discussed and drafted responses to correspondence received from the public.
13. **SANCTION GUIDELINES** – Taylor Stair, Disciplinary Manager, shared data that showed the Board of Physical Therapy has 100% compliance with the approved sanctioning guidelines. She also discussed the minor changes to Procedure 205 Initial Assessment and Case Disposition Decisions.
14. **PROGRAM REPORT** - The program manager discussed:
  - a. Budget update and charts – Kris Waidely, Program Manager explained how the increase in discipline has affected the budget.
  - b. Planning for Upcoming Meetings – At the next board meeting, the board will discuss policies, the business plan, planning for The Physical Therapy Association of Washington (PTWA) conference, FSBPT information, and report on the progress of the new disciplinary sanctions schedule.
15. **OPEN FORUM FOR PUBLIC INPUT** – Members of the public were asked if they had questions or concerns on any of the agenda items. None were noted.
16. **ADJOURNMENT** – The meeting was adjourned at 2:00 p.m.

Respectfully submitted:

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Kris Waidely, Program Manager

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Charles Martin, DPT, Board Chair